

POSITION DESCRIPTION	JOB TITLE: IT Project Manager 2	AGENCY/DEPT ID
	PN: 20019722 JOB CODE: 63385	AGE924000
DEPARTMENT DESCRIPTION Information Systems Division	AGENCY-SPECIFIC INFORMATION	

REASON FOR CHANGE Update		COUNTY OF EMPLOYMENT Franklin		
USUAL WORKING TITLE OF POSITION Data Security, Privacy, and Governance Manager		POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR 20019716 Data Systems Administrator		
APPOINTMENT TYPE Permanent	CLASSIFIED INDICATOR Unclassified	OVERTIME STATUS Overtime Exempt	FILLED/VACANT VACANT	BARGAINING UNIT 22
This row is to identify position specific variables for certain classifications				
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 08:00 AM TO: 05:00 PM				

JOB DESCRIPTION		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Manages assigned projects through entire lifecycle including planning, scope, quality, and implementation with activities and responsibilities involving organizations external to the Ohio Department of Aging (ODA): Provides deep technical privacy guidance, analysis, and feedback to business leaders, engineers, technical teams and operational teams; helps develop, implement and manage internal control processes relating to privacy frameworks and offer privacy support to various departments; partners with internal teams to ensure sensitive data has been identified and that standards and regulations are in place to adequately meet the needs and goals of the organization; facilitates the use of a standard process to ensure that decisions concerning shared data are made in a transparent and appropriately inclusive manner.	KNOWLEDGE: (K046) Management (Project); (K079) Infrastructure Security; (K085) Software Development; (K086) Information Systems (e.g., end-point device, application, architecture, networking operation systems & protocols, network monitoring & capacity planning, high-level information systems languages, analysis, design); (K087) Data Security (practices & implementation, common adversary tactics, techniques & procedures, data backup, types of backups & recovery concepts & tools, cryptology, encryption methodologies, incident response & handling methodologies, network traffic analysis methods); (K088) Technology Compliance Frameworks (e.g., NIST, OWASP). SKILL: (S044) Equipment Operations (personal computer, phone, printer); (S052) Scripting Language Programs (e.g., Power Shell, WMI). ABILITY: (A067) Reasoning: define problems, collect data, establish facts & draw valid conclusions; (A068) Reasoning: interpret extensive variety of technical material in books, journals & manuals; (A138) Communicate technical information to non-technical customers.
30	Writes, maintains and reviews Information Technology (IT) security policies to ensure compliance with ODA, State of Ohio, federal,	KNOWLEDGE: (K074) Policy Development; (K089) Risk

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	regulatory or other oversight entities' security requirements; reviews policy and ODA's directives to identify potential impacts to cyber implementations and makes recommendations for improvement or policy changes; coordinates with lines of business to ensure technology policy compliments and aligns appropriately with other policy areas; performs governance, risk management and compliance controls, processes and technology; maintains an understanding of security-related IT controls and various testing methods utilized to discover the effectiveness of those controls; analyzes operational & technical processes/tools to identify potential vulnerabilities.	Management.
20	Develops, supports and integrates identity management and access control controls and processes: Assists in internal required security assessments to include the potential creation of any necessary post-assessment deliverables; identifies, collects, and analyzes data required for various facets of the information security and risk management programs; analyzes available data sources to identify trends; makes recommendations to enhance network, system, operational and data security; develops & implements governance strategies; identifies and implements security controls for new or current computer systems.	ABILITY: (A121) Interpersonal: handle sensitive inquiries from & contacts with officials & general public; (A134) Protect confidential data.
10	Leads internal eDiscovery efforts including data collection, extraction, preservation and destruction.	KNOWLEDGE: (K082) Computer Science.
10	Performs other related duties as assigned which includes but is not limited to: Gathers, interprets, and applies information from a variety of sources to aid in software development duties; attends meeting, trainings, seminars and special events; maintains on-going job knowledge to remain current in software development responsibilities, trends, and techniques; attends and actively participates in work unit special projects or discussions; provides high quality customer service to internal & external customers.	ABILITY: (A130) Provide effective customer service; (A135) Seek continuous education opportunities; (A136) Take initiative and implement innovative ideas; (A137) Be accountable for one's actions or inactions.
		(*) Developed after employment
	This Position is Unclassified per Section 124.11(A)(9) ORC.	
POSITION NUMBERS/JOB TITLES OF POSITIONS DIRECTLY SUPERVISED		APPOINTING AUTHORITY URSEL MCELROY j.w.o
		APPROVAL DATE 7/17/2020